

**VILLAGE OF WOODSTOCK BOARD OF  
VILLAGE TRUSTEES MEETING  
April 8, 2020  
9:00AM Conference Call  
Draft Minutes**

**Draft subject to approval.**

**Present:** Chair Jeffrey Kahn, Cary Agin, Kerri Cole, Ana DiNatale, William Kerbin, Nikki Nourse, Police Chief Robbie Blish, Beth Finlayson

- I. **CALL TO ORDER**
  - a. Chair Jeffrey Kahn called the April 8, 2020 Village Trustees Meeting to order at 9:00am.
- II. **CITIZEN COMMENTS - None**
- III. **ADDITIONS TO AND DELETIONS FROM THE POSTED AGENDA - None**
- IV. **POLICE CHIEF'S REPORT**
  - A. **Efforts to Find Savings in Police Budget**
    - a. Chief Blish stated that there have not been any significant changes with the police. They have done between 8-10 citizen assist for food and medications. The revenue for the meters is down about \$3,000 because they stopped collecting around Mid-March. They are still getting charged modem charges. As for the budget, they have frozen all expenditures that they can. They are in good shape in terms of wages and salaries. This is due to have job vacancies most of the year. They have hired a full-time officer Kaleb McIntire who is currently in full time training. They will still need to pay for some things like getting the winter tires swapped and oil changes. Uniform items that need to be replaced will have to be done. Overtime hours have been frozen unless it is a needed shift coverage or certain circumstances. For example, it was needed for a crash that occurred last week. He is proposing to push back new cruiser until the next FY. That will save about \$15,000. Usually they rotate care every four years. They are also saving money because they do not have to pay those employees who normally do the meters. Another suggestion was to possibly cancel the Memorial Day parade which would save them about \$2,200. Every parade costs about that much for the police. They may need to consider cancelling the Alumni Parade in June as well. Chief Blish also mentioned that the Emergency Operations Committee discussed closing down playgrounds. This would mean the school playground and the Vail Field playground until the Governor lifts the stay at home order, which is set to expire on April 15<sup>th</sup>, but will most likely be extended.
    - b. Mr. Agin agreed that this would be a good idea.
    - c. Chief Blish stated he would like to post Parks Closed signs. Kids are playing and spreading germs. The field itself would still be open. The playground equipment is the issue.
    - d. Chair Kahn agrees with this.

- e. Chief Blish stated he will post a sign on Vail Field and will reach out to Maggie Mills, the principal of the Elementary School about posting there. Chief Blish stated that they are looking for better guidance from the Attorney General on how to enforce the Stay Home Stay Safe order. There is a lot of gray area. This order was written quickly. Hopefully, the new order will have more clarification. Chief Blish stated that some of the police officers are wearing masks. If they come in contact with people, they are wearing masks. They must sanitize their hands when they come in for a shift and take their temperature. They are sanitizing cars and limiting access to the lobby. Nobody is allowed in the Dispatch Center. They are dealing with more things by telephone if and when they can.

**V. VILLAGE MANAGERS REPORT**

**A. Discussion on Budget Savings**

- a. Mr. Kerbin stated that they are taking safety precautions at the Town Hall for COVID-19. They are implementing cleaning techniques and scheduling shifts as well to limit who is physically in the building. The employees are working from home when possible. There are schedule changes at the Highway Department as well. As far as budget savings there is not a lot to cut in the last quarter. There is about \$25,000 saved in comp time but it is offset by what was spent due to the managers search. They are hoping to cut costs in the new FY budget. They will have to furlough some of the guys at the Highway Department. They cannot keep all eight employees on staff full time. They are following up with unemployment. They are hoping to give them all one day of work so they can continue to get their benefits. They will be doing regular maintenance like fixing potholes and street sweeping.

**VI. OLD BUSINESS - None**

**VII. NEW BUSINESS**

**A. Short Term Registration Deadline**

- a. The original deadline for the Short-Term Registration was April 30<sup>th</sup>. Chair Kahn is suggesting extending the deadline to the end of June. There are no short-term rentals allowed at this time per the Governor's order. They do not know when it will be lifted.

**Motion:** by Mr. Agin to extend the deadline for Short Term Registration until June 30, 2020.

**Seconded:** by Ms. Cole

**Discussion:** None

**Vote:** 4-0-0, passed.

**B. Village Vote Date**

**C. Annual Village Meeting Date**

- a. Chair Kahn suggested moving the Village Vote and Annual Village Meeting to June 23 or 30. He hopes to get it done before the next Fiscal Year.
- b. Mr. Agin suggested doing it earlier on the second Tuesday in June. Then they have time if they have to push it off again.
- c. Ms. Cole stated that the second Tuesday in June is June 9.
- d. Mr. Kerbin stated that they will continue to monitor the situation. There are limitations on how many people can vote at one time. However, mail in ballots are encouraged.

- e. Chair Kahn stated that they would limit the amount of people coming in. They could limit it to two or three machines. The maximum of number of officials in the building would be one or two.

**Motion:** by Mr. Agin to hold reschedule the Village Vote and the Annual Village Meeting to June 9, 2020.

**Seconded:** by Ms. DiNatale

**Discussion:** None

**Vote:** 4-0-0, passed.

**D. Parking Committee Report**

- a. Ms. DiNatale stated that they have not had any recent meetings. There is no new information. The last time they spoke they were going to go over some visuals. It is on hold for now.
- b. Chair Kahn suggested interviewing other towns that are using kiosks and get opinions.
- c. Ms. DiNatale stated that they have been only talking to the meter companies but think talking to the towns about it would be a good idea.
- d. Chief Blish stated he will try to make some calls as well.

**E. Parking Meter Moratorium**

- a. Chair Kahn asked if they wanted to extend the moratorium for the parking meters. Right now, it is to the end of May.
- b. They will leave it at May 31, 2020 for the parking meter moratorium until next meeting.

**F. Cancellations on the Green**

- a. Chair Kahn stated that until the Governor lifts the order for large gathering, all approvals are null and void. This would apply to parades as well
- b. Mr. Kerbin stated they can make this public on the website, List Serve, and Facebook.

**VIII. OTHER BUSINESS - None**

**IX. ADJOURNMENT**

**Motion:** by Mr. Agin to adjourn the meeting at 9:54am.

**Seconded:** by Ms. Cole.

**Discussion:** None

**Vote:** 4-0-0, passed.

Respectfully submitted,

*Nikki Nourse*

